



PURCHASE ORDER

PO Number: 303-2-0320

Requisition Number: 303-2-00622

Order Date: 11/1/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Central Services Bldg
1711 San Jacinto Blvd.
Attn: Veronica Perez
Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17513685697
Marfield, Inc.
1225 E Crosby Road
Suite B1
Carrollton, TX 75006
Sarah Smith
Phone:972-245-9122 x1006, Fax:
service@marfield.com

500 Gold Seal Business Cards for Mike Novak, Executive Director.

966-A1 Term Contract
TXSmartBuy PO: 22017832

Description

TFC Contact:
Veronica Perez
512-463-7598

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Gold Seal, Black Lettering Business Cards for Mike Novak	1	Box	\$31.50	10/14/2021	1/26/2022	\$31.50
Gold Seal 500 Cards Two Colors on One Side						
966-A1 Term Contract TXSmartBuy PO: 22017832						

NIGP Class: 966
NIGP Item: 07
Object Class: 273
Reimbursement Type: Not Reimbursable
Notes: Primary Contact: Veronica Perez (512)463-7598

Grand Total \$31.50

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Executive
Program	Executive
Phone	5124637598
Org Code	0101 - Executive Staff, Commissioners, Public
Type of Purchase/PCC Code	'A' Purchases as Automated Term Contracts using TxSmartBuy
Work Order Number	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____
Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)